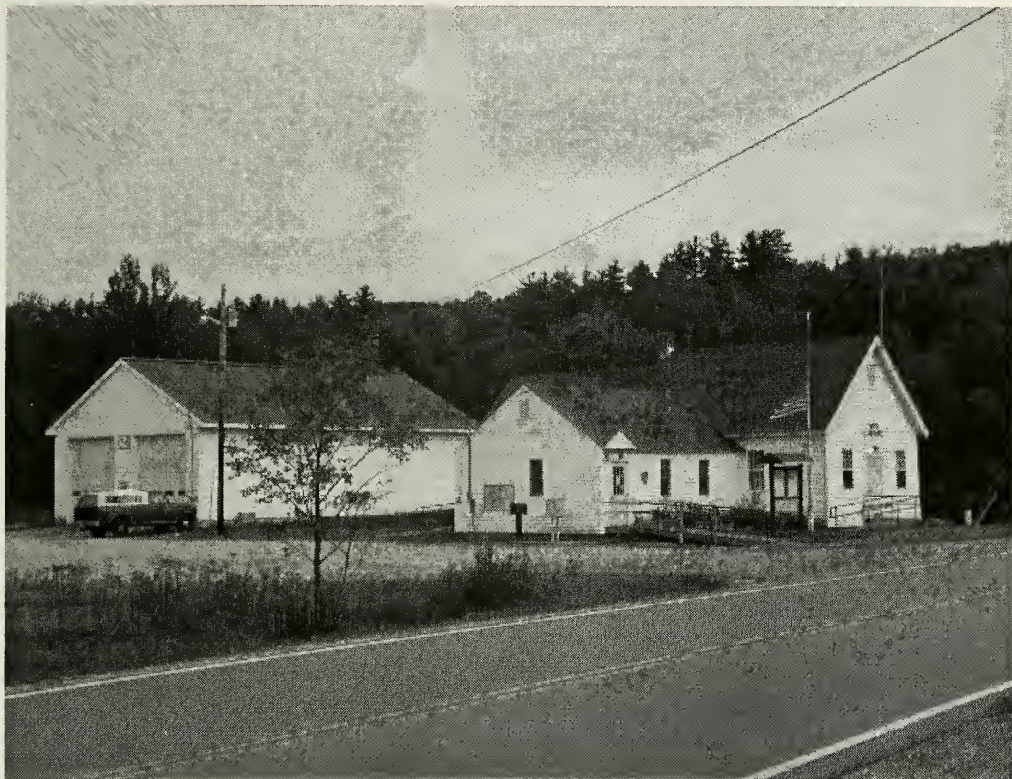


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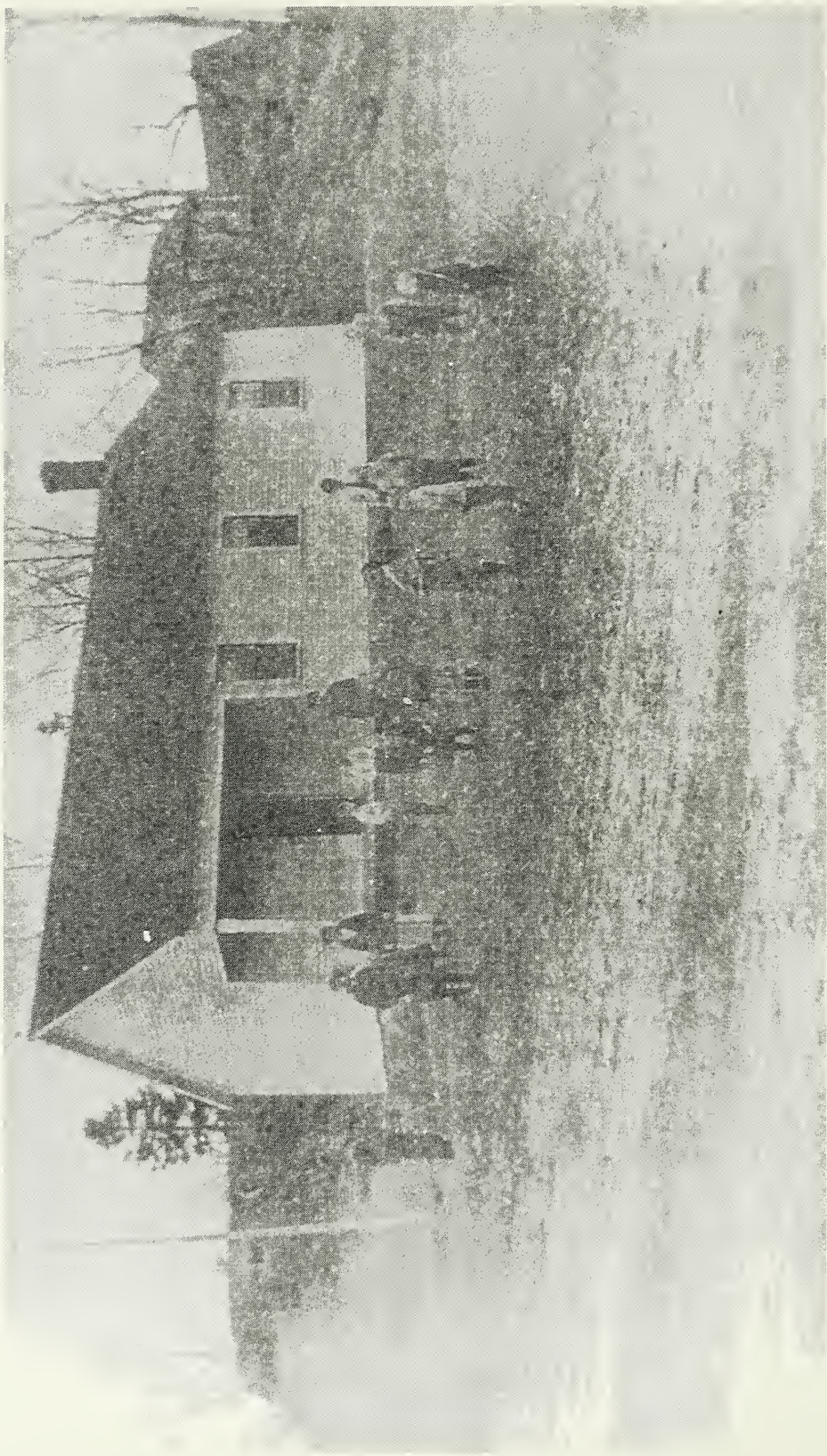
# *Town of Groton, New Hampshire*



## *Annual Report*

*Year Ending December 31, 2002*








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# *ANNUAL REPORT* *OF THE OFFICERS OF*

## *The* *TOWN OF GROTON,* *NEW HAMPSHIRE*



*Year Ending December 31, 2002*



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# Groton Town Officials

December 31, 2002

## Board of Selectmen

Clement "Buddy" Lane 2005

Stephen Pilcher 2004

## Moderator

James Albert 2003

## Town Clerk and Tax Collector

Joyce A. Tolman 2003

## Treasurer

Debra Lindsey 2004

## Administrative Assistant

Michelle Fisher

## Road Agent

Michael Hobart 2003

## Emergency Management Director

Norman Willey

Mike Lemieux (Asst.)

## Town Forester

Eben Beaver

## Fire Chief/Fire Warden

Tony Albert

## Police Chief

William White

## Librarian

Selene Gordon

# Groton Town Officials (Continued)

*December 31, 2002*

## Library Trustees

Judith Demers	2005
Rosemary Schraeder	2004
Joyce Tolman	2003

## Planning Board

Eben Beever (Chair)	2003
David Demers	2003
Paul Smalley	2003
Bonnie Lane	2004
Judith Demers	2005
Clement "Buddy" Lane	

## Supervisors of the Checklist

Diane M.S. Cunningham	2006
Barbara Tavares	2004
Judith Demers	2008

## Cemetery Trustees

David Demers	2005
Judith Demers	2003
Peter Newton	2004

## Trustee of Trust Funds

Bonnie J Lane	2003
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## **A letter from your Board of Selectmen**

We would like to start out by saying that 2002 was a hectic, but very productive year for this Board. At the beginning of our year together in March, this Board agreed that nothing would be undertaken unless the decision was unanimous. As you may know, shortly after town meeting our third Selectmen resigned for personal reasons, leaving only the two of us on the Board. After weeks of discussions regarding possible candidates, we decided not to appoint someone to fill the position at that time. With no unanimous decision on a candidate at that time, we felt it best to allow the voters to make that decision in March of 2003.

Given that we now only had a Board of two, it was important for us to sit down and make our thoughts and priorities known to each other. Having done this, we met on common ground and set out to accomplish our mutual priorities. Our first priority being the closure of the landfill, we dedicated many hours to accomplishing this goal. During this process we accomplished another very important goal, that being the completion of phase I of the pond project. We have some very high expectations for this project, which we hope to accomplish over the next several years, and are in the process of developing a three year plan for this project.

Our second priority was to take a look at the inventory of the Town's tax deeded properties and surplus equipment. After this was accomplished we held several auctions. The first auction was held to sell off surplus equipment. This event did not go off as well as we had hoped, but we did manage to sell the old army surplus blazer for \$2,500, as well as some furniture we had not been using. However, our land auction went better than even we had expected. With five parcels up for sale, the total bid price for all the properties came to \$66,500. This auction accomplished two things for the town, the first being that the large amount of unanticipated revenues will add to our fund balance. The second being that these properties will now go back on the tax rolls and we will start to realize yearly tax revenues for these properties again. Again, this project saw many man hours with our Administrative Assistant doing much research and consulting with town counsel before these properties could be sold. However, we feel that the time and effort put into this project to be well worth it given the amount of money that we realized from this sale.

Another big priority for us came with the realization that the Town of Groton had no internal controls in place for the daily operations of the town. Our insurance carrier, NHMA engaged Municipal Resources Inc. (MRI) to conduct a review of our financial management systems. After



receiving this report we went back and reviewed the original MRI report (1999-2000). During this same time period, we received the audit opinion from Mason & Rich our town auditors. In this report we learned that according to federal guidelines, the town would have to be compliant with Gasby 34 by 2004. After meeting with both the auditor and MRI, we decided to hire MRI to help revamp our financial systems as well as to help us implement internal controls and procedures. We are currently preparing an employee handbook, detailed job descriptions, and detailed policies and procedures for the daily operations of the town. Our Administrative Assistant has spent many hours with representatives from MRI to reconcile the books, and set up these procedures and we hope to have those in place by town meeting. It is our hope that with these things in place, the town can continue to move forward in a more efficient and professional manner.

This year we also directed the planning board to research all town roads to determine the status of each. The planning board has spent many months on this project and we feel that we now have a very accurate inventory of all our roads.

Very early on this year, we decided that it was important for the town to start looking toward the future, and to that end, we have asked all department heads, as well as committees, to construct a three year plan. It is our hope that by doing this in conjunction with the 03 budget, that you will be able to see where it is that your money is being spent and where we hope to take the town in the future.

In closing, we would like to thank all town employees for a most pleasant year. In banding together, we have accomplished many things, and we look forward to seeing more accomplishments in the coming year.  
Sincerely,

Steve Pilcher  
Selectmen

Clement "Buddy" Lane  
Selectmen



January 24, 2003

Board of Selectmen  
Town of Groton  
63-3 North Groton Road  
Groton, NH 03241

Gentlemen:

The purpose of this letter is to summarize the work performed by representatives of Municipal Resources, Inc. To date, we have completed the following:

1.     Furnished job descriptions for eight employees: Administrative Assistant, Town Clerk/Tax Collector, Treasurer, Trustee of Trust Funds, Road Agent, Highway Dept Laborer, Transfer Station Supervisor, and Transfer Station Laborer.
2.     Provided general operating procedures for four functions: Purchasing, Accounts Payable, Payroll, and Cash Transactions among Town departments.
3.     Provided specific procedures for the flow of financial information between the Town Clerk/Tax Collector, Treasurer, and Administrative Assistant; for the establishment and administration of a petty cash fund to be controlled by the Administrative Assistant; and for the preparation and submission of required reports to the New Hampshire Department of Revenue Administration.
4.     Offered suggestions for improvements to the physical layout of the Selectmen's office; for the periodic inventory of large items on hand at the Transfer Station; and for the establishment of a follow-up document to summarize actions taken or requests made at Selectmen's meetings.
5.     Provided a comprehensive 'Employee Handbook', covering hiring practices and procedures, conditions of employment, wage and hour issues, discipline and/or discharge of employees, employee benefits (including leaves of absence), workers' compensation, federal and state rules and regulations (including affirmative action, non-discrimination, conflicts of interest, and the Americans with Disabilities Act), and safety expectations of all Town employees.
6.     Improved the financial reporting system by aiding in the reconciliation of the checking account through December, 2002; by stopping the practice of writing manual checks; by re-formatting the financial statement on Excel spreadsheets (to provide a more

understandable document than was possible through the Quick Books system); by adding account numbers to the financial statements (to make the bookkeeping system easier to manage and understand, and to conform to requirements of the Department of Revenue Administration and to suggestions by the Town's outside auditors); and by developing formats to present more understandable financial information on trust funds, special warrant articles, and payments to the school district.

7. Improved the Treasurer's efficiency and accuracy by developing a spreadsheet to take the place of the Treasurer's manual cash log and monthly report.

We at MRI are very pleased with the progress that has been made by the Town, and are happy to have been a part of this progress. The financial affairs of the Town are now being handled much more professionally, and much more efficiently than they were during our first visit to Groton several years ago. We are also very pleased with the improvements to the physical layout of the Selectmen's office, with the increased attention to the organization and filing of important Town documents, with the improved flow of information among Town departments, and with the improved control being exercised over the Town's financial affairs.

In addition to providing a reduced amount of support and monitoring of Town activities during the 2003 year, we stand ready to assist in any way we are requested in the future.

Sincerely,

William H. Moorman  
Senior Affiliate  
Municipal Resources Inc.

# Town of Groton Warrant 2003 Annual Meeting

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## STATE OF NEW HAMPSHIRE WARRANT FOR 2003 ANNUAL MEETING OF THE TOWN OF GROTON

To the inhabitants of the Town of Groton in the county of Grafton in said State,  
qualified to vote in Town Affairs:

You are hereby notified to meet at the Groton Town House in said Groton on  
Tuesday, the 11<sup>th</sup> day of March, next, polls to be open at eleven o'clock in the  
morning until seven o'clock in the evening for voting on Article 1, and meeting for  
action on the remaining articles in the Warrant at six o'clock in the evening.

### BALLOT ARTICLES MARCH 11, 2003

ARTICLE 1: To choose all necessary Town Officers for the year ensuing.

### DELIBERATIVE SESSION MARCH 11, 2003

ARTICLE 2: To see if the Town will vote to raise and appropriate the sum of  
\$379,546.00, which represents the Operating Budget for the ensuing year.  
Said sum does not include special or individual articles.

### **RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 3: To see if the Town will vote to raise and appropriate the sum of  
\$7,629 for the purpose of making the final year's payment on the lease agreement  
for the one-ton Pick-up truck for the Highway Department. This lease  
agreement contains an escape clause.

### **RECOMMENDED BY THE BOARD OF SELECTMEN**



ARTICLE 4: To see if the Town will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000) for the purpose of **ground water and methane gas monitoring of the Groton Landfill**, and to fund this appropriation by authorizing the withdrawal of fifteen thousand dollars (\$15,000) from the Dump Closure Capital Reserve Fund established for this purpose.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 5: To see if the Town will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000.00) for the purpose of initiating a pay by the bag system at the **Groton Transfer Station**, and to fund this appropriation by authorizing the transfer of fifteen thousand dollars (\$15,000.00) from the surplus in the unexpended fund balance as of December 31, 2002.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 6: To see if the Town will vote to raise and appropriate the sum of \$8,382.00 for the purpose of making the second year's payment of a three year lease agreement for the Ford Explorer for the **Police Department**. This lease agreement contains an escape clause.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 7: To see if the Town will vote to raise and appropriate the sum of one hundred thirty thousand dollars (\$130,000.00) for the purpose of completing phase I of the **Town House Renovation project** and to fund this appropriation by authorizing the transfer of ninety thousand dollars (\$90,000) from the surplus in the unexpended fund balance as of December 31, 2002, with the balance to come from the general fund. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the renovation project is complete or December 31, 2008, whichever is sooner. (**majority vote required**).

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 8: To see if the Town will vote to raise and appropriate the sum of \$35,000.00 for the preparation and repair of class V dirt roads to include: Blanchette Lane, Edgar Albert Road, Old Rumney Road, Fletcher Road and Bailey Hill Road.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 9: To see if the Town will vote to raise and appropriate the sum of \$30,000.00 for the purpose of adding one full time position to the Groton Police Department.

**NOT RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 10: To see if the Town will vote to raise and appropriate the sum of \$2,500.00 for the purpose of purchasing a computer and peripherals for the **Police Department**.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 11: To see if the Town will vote to accept as a Class V town road, the portion of the Edgar Albert Road, from the former Rodger Bean log cabin up to the fork in the road at the Green Crow property; this portion being approximately 0.29 miles in length.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of \$30,000.00 for deposit to the **Playground Capital Reserve Fund**, and to fund this appropriation by authorizing the transfer of \$30,000.00 from the surplus in the unexpended fund balance as of December 31, 2002.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 13: To see if the Town will vote to rename and reclassify the purpose of the **Playground Capital Reserve Fund** to be further known as the Groton Recreation Capital Reserve Fund for the purpose of funding recreational opportunities for the Town of Groton, and to further appoint the Selectmen as agents to expend from this fund. (Requires 2/3 ballot vote).

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 14: To see if the Town will vote to authorize the Board of Selectmen to appoint a needs committee of townspeople to develop a long term plan for the use of the property known as the Hebron/Groton Athletic Field.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 15: To see if the Town will vote to establish a **Disaster Relief Capital Reserve Fund** for the purpose of absorbing the cost of unexpected natural disasters and to raise and appropriate the sum of \$30,000 to open this fund, and to fund this appropriation by authorizing the transfer of \$30,000 from the surplus in the unexpended fund balance as of December 31, 2002, and further to appoint the Selectmen as agents to expend from this fund.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 16: To see if the Town will vote to raise and appropriate the sum of \$3,000.00 for deposit to the **Truck/Sander Capital Reserve Fund** previously established for this purpose.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 17: To see if the Town will vote to change the Road Agent position from a one year term to a three year term. (ballot vote required).

**RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 18: Whereas, New Hampshire residents pay the 12<sup>th</sup> highest cost for insurance in the country; and Whereas, the cost of health insurance premiums for families has increased by 45% over the past three years; and Whereas, 100,000 New Hampshire residents have no health coverage and 77% of them

have a full-time worker at home; and Whereas, due to these rising costs almost half of New Hampshire's small businesses cannot afford health coverage for their employees, therefore be it resolved

That we, the citizens of Groton, New Hampshire call on our elected officials from all levels of government and those seeking office, to work with customers, businesses, and health care providers to ensure that:

-Everyone, including the self-employed, unemployed, un- and underinsured, and small business owners has access to an affordable basic health plan similar to what federal employees receive;

-Everyone, including employers, consumers, and the state, local and federal government makes a responsible and fair contribution to finance the health care system;

-Everyone receives high quality care that is cost efficient and medically effective; and

-That these efforts help control the skyrocketing cost of health care.

#### **RECOMMENDED BY THE BOARD OF SELECTMEN**

ARTICLE 19: To see if the Town will vote to transact any other business that may legally come before the Town.

#### **RECOMMENDED BY THE BOARD OF SELECTMEN**

Given under our hands and the seal of the Town this 15<sup>th</sup> day of February 2003.

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Stephen Pilcher

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Clement Lane

GROTON BOARD OF SELECTMEN

A TRUE COPY OF WARRANT ATTEST:

Stephen A. Pilcher

Clement "Buddy" G. Lane

*Groton Board of Selectmen*



TOWN OF GROTON - FINANCIAL STATEMENT

II - EXPENDITURES (TOTAL)  
OPERATING BUDGET  
SPECIAL & INDIVIDUAL WARRANT ARTICLES

637,294	632,293.00	656,057
309,653	336,821	379,546
327,641	295,472	276,511

2 2

1 - GENERAL GOVERNMENT

147,995	177,881.00	176,530
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2 2

EXECUTIVE

35,710	54,096.00	38,600
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2 2

- 4130.1 130 Board of Selectmen - Stipends
- 4130.2 110 Administrative Assistant - Salary
- 4130.2 110 File Clerk - Salary
- 4130.3 Moderator / Town Meeting Expenses:
  - 120 Moderator Salary
  - 810 Other Town Meeting Expense
- 4130.4 Boards and Commissions
- 4130.9 Other Executive Office Functions:
  - 245 Workshops & Seminars
  - 330 Contracted Management Services
  - 341 Telephone
  - 515 Travel Expenses
  - 610 Supplies
  - 625 Postage
  - 750 Furniture / Fixtures

7,400	6,067.00	8,100
16,640	15,733.00	21,000
0	2,089.00	3,000
0	210.00	100
420	160.00	400
0	0.00	
200	0.00	1,000
7,000	24,724.00	0
1,800	1,665.00	2,000
350	194.00	350
1,250	2,040.00	2,000
650	619.00	650
0	595.00	0

ELECTION/REGISTRARIAL STATS

26,759	33,263.00	31,190
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2 2

General Town Clerk Functions:

- 4140.1 130 Town Clerk Salary
- 131 Deputy Town Clerk Salary
- 191 Municipal Agent Fees
- 192 Town Clerk Fees - Other
- 245 Workshops & Seminars
- 342 Software System Upgrades
- 551 Advertising
- 610 Supplies-Election
- 611 Supplies-General
- 625 Postage
- 810 Other Town Clerk Expenses
- 4140.2 Voter Registration
- 4140.3 Election Administration:
  - 121 Ballot Clerks
  - 122 Checklist Supervisors
- 4140.4 Census Taking

13,780	15,064.00	15,860
1,400	535.00	1,400
2,000	2,282.00	2,500
1,800	1,010.00	1,500
950	663.00	950
1,000	8,000.00	3,500
250	193.00	105
100	313.00	225
1,250	1,902.00	1,250
1,340	1,003.00	1,550
489	306.00	1,000
0	0.00	
1,800	1,734.00	850
600	258.00	500
0	0.00	

4150	<b>FINANCIAL ADMINISTRATION</b>		2	2	
	4150.1	Accg/Finan Reporting (Town Report)	20,640	20,671.00	22,640
	4150.2	Auditing	1,000	825.00	1,200
	4150.3	Assessing	8,000	7,600.00	9,800
	4150.4	Tax Collecting	9,000	9,846.00	9,000
	4150.5	Treasury:			
	131	Treasurer Salary	2,400	2,400.00	2,400
	132	Deputy Treasurer Salary	240	0.00	240
	4150.6	Information Systems			
	4150.7	Personnel			
	4150.8	Purchasing			
	4150.9	Budgeting, Planning & Analysis			
4152	<b>REVALUATION OF PROPERTY</b>		0	0.00	0
	4152.1	External Revaluation Services			
	4152.2	Internal Revaluation Services			
4153	<b>LEGAL EXPENSES</b>		5,500	5,028.00	7,000
	4153.1	Legal Separation Operations			
	4153.2	Defense Proceedings			
	4153.3	Claims, Judgments and/or Settlements	1,000		1,000
	4153.4	Collective Bargaining			
	4153.5	Attorney Fees - General Advice	4,500	5,028.00	6,000
4155	<b>PERSONNEL ADMINISTRATION</b>		13,819	13,688.00	27,000
	4155.1	Personnel Department			
	4155.2	Benefits Not Allocated to Other Departments			3,000
	4155.3	Health Insurance	5,200	4,529.00	10,000
	4155.4	FICA	8,619	9,159.00	14,000
4191	<b>PLANNING AND ZONING</b>		500	179.00	1,500
	4191.1	Planning & Development Control:			
	625	Postage	200	54.00	300
	690	Misc.	300	125.00	200
	4191.2	Enforcement	0	0.00	1,000
	4191.3	Appeals	0	0.00	0
4194	<b>GENERAL GOVERNMENT BUILDING</b>		15,167	35,293.00	14,900
	4194.1	Town Hall Repairs & Maintenance:			
	120	Repair & Maintenance Wages	0	3,511.00	1,000
	360	Custodial Services	1,000	1,026.00	1,000
	390	Contracted Repairs & Maintenance	8,267	21,410.00	7,000
	410	Electricity	750	827.00	750
	411	Heat & Oil	1,300	1,908.00	1,300
	750	Furniture & Fixtures	3,600	6,385.00	3,600
	4194.2	Town House Repairs & Maintenance:			
	410	Electricity	250	226.00	250

4195 CEMETERIES 2 2 3,500 1,560.00 3,500

4195.1 Repairs, Mntce & Upkeep of Cemetery  
130 Salaries 3,000 3,000  
610 Supplies 500 500

4196 GENERAL INSURANCE 2 2 11,500 7,583.00 9,500

4196.1 Property & Liability Insurance 10,000 6,748.00 8,000  
4196.2 Multi-Peril Insurance  
4196.3 Workers' Compensation 1,500 935.00 1,500

4197 ADVERTISING & REGIONAL ASSOC 2 2 2,500 2,561.00 2,700

4197.5 Advertising 800 1,415.00 1,000  
4197.6 Dues 1,700 1,146.00 1,700

4199 OTHER GENERAL GOVERNMENT 2 2 12,400 3,759.00 18,000

4199.1 Exigent/Hazardous Circumstances 10,000 31.00 10,000  
4199.2 Forestry 2,400 3,728.00 3,000  
4199.4 Tax Mapping 0 0.00 5,000

4210 2 - PUBLIC SAFETY 2 2 54,253 56,621.00 69,502

4210 POLICE 2 2 27,692 28,312.00 33,640

4210.1 Administration 14,000 14,938.00 9,300  
110 Wages 1,250 1,468.00 1,300  
341 Telephone 0 373.00 0  
Communications  
560 Dues & Subscriptions 400 100.00 300  
610 Office Supplies 500 129.00 350  
4210.2 Crime Control & Investigation 3,000 3,000  
4210.3 Traffic Control 4,500 4,500  
4210.4 Training 4,200 4,200  
4210.5 Support Services

390 Plymouth Area Prosecutors 4,142 3,985.00 3,335  
390 Dispatch Service 2,600 2,596.00 2,380  
430 Vehicle Maintenance 2,500 821.00 500  
611 Cruiser Equipment & Supplies 300 1,621.00 1,000  
612 Uniforms & Personnel Equipment 1,000 82.00 500  
613 Guns, Ammunition, etc 500 86.00 350  
614 Other Supplies 0 1,526.00 500  
635 Gasoline for Cruiser 500 587.00 1,125  
Special Details

Police Station & Buildings

4215 AMBULANCE 2 2 7,000 6,622.00 8,500

4215.1 Contracted Services 7,000 6,622.00 8,500  
4215.2 Town Operated Services



4290	<b>FIRE</b>		18,061	20,320.00	24,362	2	2
	4220.1 Administration		2,500	6,071.00	2,500		
	4220.2 Fire Fighting						
	Equipment						
	391 Contracted Services - Hebron		5,500	6,047.00	1,000		
	392 Contracted Services - Rumney		6,000	4,145.00	7,000		
	393 Lakes Region Mutual Aid		4,060	4,057.00	6,000		
	Fire Prevention & Inspections				4,362		
	4220.3 Training				500		
	4220.4 Communications	1		0.00	1,500		
	4220.5 Repair Services						
	4220.6 Medical Services				1,500		
4290	<b>EMERGENCY MANAGEMENT</b>		1,500	1,367.00	3,000	2	2
	Other		1,500	1,367.00	3,000		
	<b>3 - HIGHWAYS AND STREETS</b>		54,975	56,376.00	59,975	2	2
4311	<b>ADMINISTRATION</b>		33,325	34,300.00	34,925	2	2
	Road Agent						
	4311.1 Wages		30,400	30,977.00	31,600		
	341 Telephone		700	1,092.00	900		
	390 CDL Testing		200	250.00	200		
	410 Electricity		500	948.00	800		
	411 Heating Fuel		1,300	952.00	1,200		
	430 Building Maintenance		200	0.00	200		
	515 Travel Expense		25	81.00	25		
	Engineering						
	4311.2 Contract Administration						
	4311.3 Contract Inspection						
4312	<b>HIGHWAYS &amp; STREETS</b>		20,750	21,281.00	24,150	2	2
	Paving & Reconstruction						
	4312.1 Cleaning & Maintenance		4,000	8,694.00	7,000		
	4312.2 Highway Vehicles-Equipment Repairs		700	806.00	1,100		
	430 Equipment Rentals		2,500	98.00	1,000		
	610 Material		350	0.00	350		
	611 Signs		500	494.00	500		
	612 Uniforms		1,500	1,752.00	1,500		
	613 Tools & Equipment Purchases		200	137.00	200		
	635 Gas						
	Storm Drains						
	4312.3 Sidewalks & Curbs						
	4312.4 Snow & Ice Control		3,000	1,833.00	2,500		
	4312.5 Winter Fuel		6,500	6,477.00	7,500		
	636 Salt, Sand, Deicer						
	637 Hydrants		1,500	990.00	2,500		
	4312.6 Vegetation Control						
	4312.7						

4316 STREET LIGHTING 2 2

4316.1	Maintenance & Repairs	900	795.00	900
4316.2	Construction			
4316.3	Utility Charges	900	795.00	900

4 - SANITATION 2 2

40,890	36,690.00	51,850
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4321 ADMINISTRATION 2 2

4321.1	Superintendent's Office	0	0.00	8,200
4321.2	Site Office			8,200

4323 SOLID WASTE COLLECTION 2 2

4323.4	Recycling	0	0.00	1,000
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4324 SOLID WASTE DISPOSAL 2 2

4324.1	Landfill Operations	40,890	36,690.00	42,650
110	Wages	11,830	11,161.00	12,500
341	Telephone	350	402.00	350
390	Training & Certification	200	418.00	200
410	Electricity	780	1,030.00	850
411	Heat & Oil	250	166.00	250
430	Compactor Related Expenses	200	0.00	200
560	Dues	880	800.00	900
810	Other	600	666.00	600
4324.2	Transportation Costs	25,800	22,047.00	25,800
4324.3	Incineration			
4324.4	Recycling			1,000
4324.5	Hazardous Waste			
4324.9	Other	0	0.00	0

6 - HEALTH 2 2

4,305	2,854.00	7,061
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4411 ADMINISTRATION 2 2

4411.1	Office & Statistics	0	0.00	3,000
4411.2	Laboratories			3,000

4415 HEALTH AGENCIES AND HOSPITAL 2 2

4415.6	Other	3,555	2,254.00	3,311
351	Plymouth Regional Clinic	1,000	0.00	1,000
352	Pemi-Baker Youth & Family Services	300	0.00	0
353	Pemi-Baker Home Health Agency	2,030	2,029.00	2,079
354	Task Force / Domestic Violence	225	225.00	232

4419 OTHER HEALTH 2 2

4419.1	Pest / Animal Control	750	600.00	750
--------	-----------------------	-----	--------	-----

7 - WELFARE 2 2

4442	DIRECT ASSISTANCE	0	541.00	2,000	2	2
4442.1	Direct Assistance (by client group)		541.00	2,000		
4442.9	Other					

INTERGOVERNMENTAL WELFARE 2 2

4444	Direct Assistance (by agency)	910	910.00	650	2	2
4444.1	Tri-County Community Action	600	600.00	650		
391	Grafton County Senior Citizens	310	310.00	0		
392	Other	0	0.00	0		
4444.9						

VENDOR PAYMENTS 2 2

4445	Medical Payments	3,000	1,037.00	3,000	2	2
4445.1	Other Vendor Payments	3,000	1,037.00	3,000		
4445.2						

8 - CULTURE AND RECREATION 2 2

PARKS & RECREATION 2 2

4520	Administration	1,300	1,231.00	1,378	2	2
4520.1	Maintenance of Parks	25	0.00	25		
4520.2	Maintenance of Recreational Facilities					
4520.6	Special Programs (Bristol Community Ce	1,275	1,231.00	1,353		
4520.7	LIBRARY	2,000	2,546.00	2,600	2	2
4550.1	Administration					
4550.2	Main Library	0	546.00	600		
110	Wages	2,000	2,000.00	2,000		
610	Library Expenses					
4550.3	Branch Library					

PATRIOTIC PURPOSES 2 2

4583	Expenditures by Type	0	134.00	5,000	2	2
4583.1	Town Events	0	134.00	5,000		
4583.9						

9 - CONSERVATION 2 2

ADMINISTRATION 2 2

4611	OTHER CONSERVATION	0	0.00	0	2	2
4619	Expenditures by Type	25	0.00	0	2	2
4619.1	Other	25		25		
4619.9						

13 - CAPITAL OUTLAY 313,641 281,472.00 213,511

4902	MACHINERY, VEHICLES AND EQUIP	8,628	15,971.00	18,511	3,610	4,6,7
4903	BUILDINGS			130,000	7	
4909	IMPROVEMENTS OTHER THAN BUI	305,013	265,501.00	65,000	4,5,8	3,8



14 - INTERFUND TRANSFERS  
TRANSFERS TO THE CAPITAL RES

14,000	14,000.00	63,000
14,000	14,000.00	63,000

1E+05 5,9,10

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR ART.#	Estimated Revenues Prior Year	Actual Revenues Prior Year Unaudited	ESTIMATED REVENUES ENSUING YEAR
	<b>TAXES</b>		<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3120	Land Use Change Taxes		1,000	-	1,000
3180	Resident Taxes				
3185	Timber Taxes		60,000	70,563	50,000
3186	Payment in Lieu of Taxes				
3189	Other Taxes		-	-	-
3190	Interest & Penalties on Delinquent Taxes		8,500	7,719	8,000
	Inventory Penalties		2,000	1,222	2,000
3187	Excavation Tax (\$.02 cents per cu yd)				
3188	Excavation Activity Tax		350	231	350
	<b>LICENSES, PERMITS &amp; FEES</b>		<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3210	Business Licenses & Permits				
3220	Motor Vehicle Permit Fees		55,000	69,781	60,000
3230	Building Permits			-	
3290	Other Licenses, Permits & Fees		1,800	2,600	2,500
3311-3319	<b>FROM FEDERAL GOVERNMENT</b>				
	<b>FROM STATE</b>		<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3351	Shared Revenues		1,570	4,064	1,570
3352	Meals & Rooms Tax Distribution		11,876	13,311	13,311
3353	Highway Block Grant		8,000	13,335	8,000
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement		1,354	1,138	1,354
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)		-	-	-
3379	<b>FROM OTHER GOVERNMENTS</b>				
	<b>CHARGES FOR SERVICES</b>		<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3401-3406	Income from Departments		1,000	6,500	5,000
3409	Other Charges				
	<b>MISCELLANEOUS REVENUES</b>		<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3501	Sale of Municipal Property		10,000	10,000	20,000
3502	Interest on Investments		4,000	4,696	5,000
3503-3509	Other				

1	2	3	4	5	6
Acct.#	SOURCE OF REVENUE	WARR. ART.#	Estimated Revenues Prior Year	Actual Revenues Prior Year	ESTIMATED REVENUES ENSUING YEAR
<b>INTERFUND OPERATING TRANSFERS IN</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				
3914	From Enterprise Funds				
	Sewer - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds		88395	146154	15,000
3916	From Trust & Agency Funds				
<b>OTHER FINANCING SOURCES</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3934	Proc. from Long Term Bonds & Notes				
	Amts VOTED From F/B ("Surplus")		190000	150740	165,000
	Fund Balance ("Surplus") to Reduce Taxes				
<b>TOTAL ESTIMATED REVENUE &amp; CREDITS</b>					358,085

<b>**BUDGET SUMMARY**</b>
---------------------------

SUBTOTAL 1 Appropriations Recommended (from page 4)	379,546
SUBTOTAL 2 Special Warrant Articles Recommended (from page 5)	208,000
SUBTOTAL 3 "Individual" Warrant Articles Recommended (from page 5)	68,511
TOTAL Appropriations Recommended	656,057
Less: Amount of Estimated Revenues & Credits (from above, column 6)	358,085
Estimated Amount of Taxes to be Raised	297,972

# TAX COLLECTOR'S REPORT

For the Municipality of GROTON Year Ending 2002

## DEBITS

UNCOLLECTED TAXES- BEG. OF YEAR*		Levy for Year of this Report	PRIOR LEVIES		
			2001	(PLEASE SPECIFY YEARS)	
Property Taxes	#3110	xxxxxx	164,588.95		
Resident Taxes	#3180	xxxxxx			
Land Use Change	#3120	xxxxxx			
Yield Taxes	#3185	xxxxxx	2,261.73		
Excavation Tax @ \$.02/yd	#3187	xxxxxx	468.22		
Utility Charges	#3189	xxxxxx			
		xxxxxx			

## TAXES COMMITTED THIS YEAR

Property Taxes	#3110	740,911.00	
Resident Taxes	#3180		
Land Use Change	#3120		
Yield Taxes	#3185	70,562.53	
Excavation Tax @ \$.02/yd	#3187	226.24	
Utility Charges	#3189		

FOR DRA USE ONLY

## OVERPAYMENT:

Property Taxes	#3110	2,506.43	4,555.03		
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Interest - Late Tax	#3190	632.69	7,121.36		
Resident Tax Penalty	#3190				
<b>TOTAL DEBITS</b>		<b>\$ 814,838.89</b>	<b>\$ 178,995.29</b>	<b>\$</b>	<b>\$</b>

\*This amount should be the same as the last year's ending balance. If not, please explain.

NH DEPARTMENT OF REVENUE ADMINISTRATION  
COMMUNITY SERVICES DIVISION  
MUNICIPAL FINANCE BUREAU  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397



# TAX COLLECTOR'S REPORT

For the Municipality of GROTON Year Ending 2002

## CREDITS

REMITTED TO TREASURER	Levy for this Year	PRIOR LEVIES (PLEASE SPECIFY YEARS)		
		2001		
Property Taxes	634,851.00	131,828.53		
Resident Taxes				
Land Use Change				
Yield Taxes	69,587.94	750.44		
Interest (include lien conversion)	632.69	7,121.36		
Penalties	1,187.00			
Excavation Tax @ \$.02/yd	226.24	357.84		
Utility Charges				
Conversion to Lien (principal only)		30,833.64		
Overpay	636.43			
DISCOUNTS ALLOWED				

## ABATEMENTS MADE

Property Taxes	7,761.00	7,996.48		
Resident Taxes				
Land Use Change				
Yield Taxes		107.00		
Excavation Tax @ \$.02/yd				
Utility Charges				
CURRENT LEVY DEEDED				

## UNCOLLECTED TAXES - END OF YEAR #1080

Property Taxes	98,982.00			
Resident Taxes				
Land Use Change				
Yield Taxes	974.59			
Excavation Tax @ \$.02/yd				
Utility Charges				
<b>TOTAL CREDITS</b>	<b>\$814,838.89</b>	<b>\$178,995.29</b>	<b>\$</b>	<b>\$</b>

# TAX COLLECTOR'S REPORT

For the Municipality of GROTON Year Ending 2002

## DEBITS

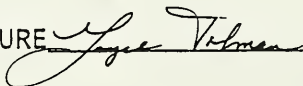
	Last Year's Levy 2001	2000	PRIOR LEVIES 1999 (PLEASE SPECIFY YEARS)	1998, 1997 & 1996
Unredeemed Liens Balance at Beg. of Fiscal Year		\$ 28,018.61	\$ 14,639.88	\$ 5,454.17
Liens Executed During Fiscal Year	\$ 34,970.91			
Interest & Costs Collected (AFTER LIEN EXECUTION)	171.67	2,563.65	4,381.08	
<b>TOTAL DEBITS</b>	<b>\$ 35,142.58</b>	<b>\$ 30,582.36</b>	<b>\$ 19,020.96</b>	<b>\$ 5,454.17</b>

## CREDITS

REMITTED TO TREASURER:		Last Year's Levy 2001	2000	PRIOR LEVIES 1999 (PLEASE SPECIFY YEARS)	1998, 1997 & 1996
Redemptions		\$ 7,482.11	\$ 12,170.93	\$ 11,513.47	\$ 328.00
Interest & Costs Collected (After Lien Execution)	#3190	171.67	2,563.65	4,381.08	
Abatements of Unredeemed Taxes				162.83	
Liens Deeded to Municipality			1,166.95	1,003.83	1,630.40
Unredeemed Liens Balance End of Year	#1110	27,488.80	14,680.73	1,959.75	3,495.77
<b>TOTAL CREDITS</b>		<b>\$ 35,142.58</b>	<b>\$ 30,582.26</b>	<b>\$ 19,020.96</b>	<b>\$ 5,454.17</b>

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a) ? Yes

TAX COLLECTOR'S SIGNATURE



DATE 01/20/03

Town Clerk's Report  
January 1 - December 31, 2002

Motor Vehicle Permits	\$69,781.00
Title Fee    326.00	
Vital Statistics	12.00
Dog Licenses	733.00
Uniform Commercial Code Fees	323.00
Copy Fees	12.50
Bad Check Fees	175.00
Candidates Fees	6.00
Municipal Agent Fees	1,095.00
Checklist Copies	40.00

Police Department

Pistol Permits	50.00
Accident Report	15.00
Fingerprint I. D.	20.00
Gift	60.00
Misc.Refund	12.30

TOTAL PAID TO TREASURER       \$72,660.80

INVENTORY OF TOWN PROPERTIES

<u>Map, Lot</u>	<u>Description</u>	<u>Assessed Value</u>
1.005	40 Acres	\$16,000
1.040	Tax - Deeded Property	14,250
2.014.001	North Groton Cemetery	11,350
2.024	Church Lot	6,500
2.070.001	Union Cemetery	8,450
5.062	Abutting Selectmen's Office	15,950
5.020	Selectmen's Office	157,950
6.049.BO	Police Department Shed	3,400
6.006	Transfer Station	33,350
7.001	Rolfe Hill Cemetery	10,950
7.054	Town House and 1.5 Acres	31,600
10.022	Holden Lot 50 Acres	27,700

## Treasurers Report

---

January 1 - December 31, 2002

### *General Account*

Balance on hand JANUARY 1, 2002	\$267,537.40
Receipts: Tax Collector	\$ 918,282.97
Town Clerk	73,648.80
Treasurer	271,135.93
Bank Interest	2,246.34
PDIP Transfer	<u>50,000.00</u>
Total Receipts	1,433,534.47
Total	
1,582,851.44	
Disbursements:	
Payments	<u>1,433,534.47</u>
Balance on hand DECEMBER 31, 2002	\$149,316.97

On Deposit in the Bank of New Hampshire



## Treasurers Report (Continued)

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January 1 - December 31, 2002

### *Public Deposit Investment Pool*

Balance on hand JANUARY 1, 2002	186,805.98
---------------------------------	------------

Receipts:

Income Earned	2433.90
---------------	---------

Contributions	<u>200,000.00</u>
---------------	-------------------

Total Receipts	202,433.90
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Disbursements:

Withdrawals	<u>50,000.00</u>
-------------	------------------

Balance on Hand DECEMBER 31, 2002

339,239.88

On deposit in NH Public Deposit Investment Pool

**TOWN OF GROTON  
FUND BALANCE REPORT  
AS OF 12/31/02**

Fund balance as of 12/31/02-	\$300,000.00
Proposed amount to be transferred-	<u>\$165,000.00</u>
Balance-	<u>\$135,000.00</u>

DRA'S suggested fund balance to be retained

5% or \$58,514.00 to 10% or \$117,029.00

\$135,000 (less 5%)	\$135,000 (less 10%)
<u>-\$ 58,514</u>	<u>\$117,029</u>
\$76,486	\$17,971

***FUND BALANCE TRANSFER SUMMARY PAGE  
MARCH 2003 ANNUAL TOWN MEETING***

Fund Balance as of 12/31/02 \$300,000.00

**Proposed amounts to be transferred:**

Article #5 Transfer Station Project \$15,000.00  
(To start a pay by the bag system)

Article #7 Town House Renovation Project \$90,000.00  
(To implement phase I of the renovation project)

Article #12 Playground Capital Reserve Fund \$30,000.00  
(To fund future recreational opportunities for the Town)

Article #15 Disaster Relief Capital Reserve Fund \$30,000.00  
(To absorb the cost of unexpected natural disasters, i.e. forest fires or floods)

Total proposed to be expended: \$165,000.00

Balance after proposed transfers: \$135,000.00

## TOWN OF GROTON DUMP CLOSURE REPORT

This project is the accumulation of many years of hard work by many different and diverse Boards of Selectmen. After seven years, it is finally complete. For several months this summer, the equipment of M.E. Latulippe Construction, Inc. was probably a familiar sight to most of you. We the current Board feel very privileged to have been sitting here when all that hard work finally paid off.

At the start of our year together in March, this was our number one priority. We, along with the Administrative Assistant (Michelle Fisher), the Transfer Station Supervisor (Alison Bagley) and our Road Agent (Mike Hobart) put many hours into seeing that this project was completed this year. We had many conversations with the engineers from Provan & Lorber, took a field trip to Plymouth to look at a possible site for material, reviewed bid documents, and set and implemented a timeline for things to be accomplished. We discussed the possibility of using the material from the property behind the town offices. We all felt that this would save the town considerable money on this project, and at the same time it allowed us to start phase I (see the pond project 3 year plan) of the pond project, which is again something that has been discussed for several years by several different boards.

At the 2002 Annual Town Meeting, you the voters authorized this Board to spend \$270,013 for the closure of the landfill. An un-audited review of our numbers shows that we spent a total of \$215,255.00 a savings of \$54,758.00. All of this savings and more can be directly linked to the usage of our own materials. Due to some engineering changes we had to authorize \$33,650.00 in additional work. If you add these two numbers together the total cost savings for materials equals \$88,408.00. There are two factors that contribute to this number, the first being the savings from not having to purchase the material from outside sources. The second being the reduced cost of trucking the materials from a shorter distance.

We would like to take this opportunity to thank the companies of Provan & Lorber and M.E. Latulippe Construction, Inc. for the wonderful job they did for the Town of Groton. We were immensely please with the finished product, and for those of you who have not had the opportunity to view the site, we urge you to take the time this spring to view it for yourselves.

Steve Pilcher  
Selectmen

Clement Lane  
Selectmen



## GROTON TOWN HOUSE COMMITTEE HONORS F. DOW SMITH

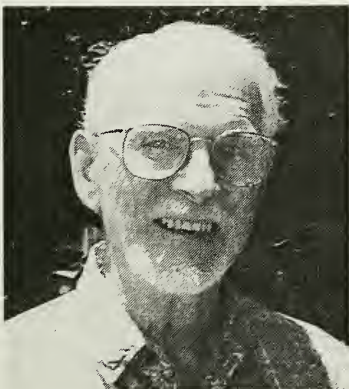
The Town House Committee would like to take this opportunity to honor a man who contributed so much to the town. F. Dow Smith died peacefully at his home on May 22, 2002, after a long illness. As most of you may know Dow Smith served as the Trustee of the Trust Funds for several years. Dow was also very instrumental in getting our Town House recognized on the national historic registry. However, many of you may not know the many other great accomplishments Dow achieved in his long life. We would like to share some of those with you at this time.

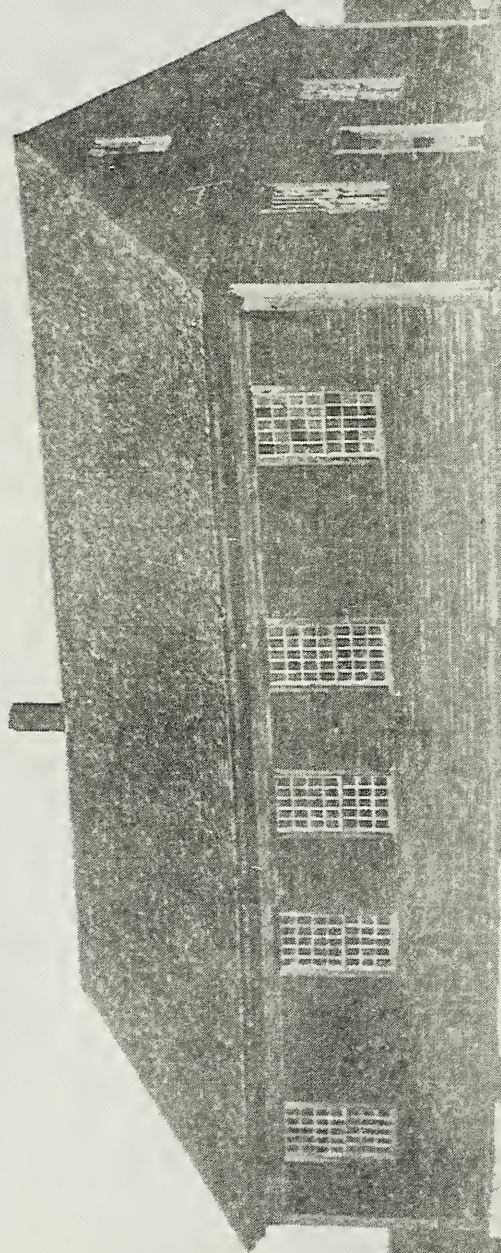
Dow had an extensive career in Optical Physics. He chaired the Physics Department at the Boston University College of Liberal Arts and Sciences and was the director of the Boston University Physics Research Laboratory during the 1950's. In 1958, Dow left Boston University and took on the position of Operations Director at the ITEK Corporation. He was instrumental in developing the world's most sophisticated surveillance camera for the first spy satellite, centerpiece of the Corona project. Playing a critical role in verifying Soviet arms and missile capability by effectively penetrating the iron curtain, this technology was key to building a foundation for the strategic arms limitation treaties negotiated between the US and the USSR during the 1970's and throughout the cold war.

Dow maintained an insatiable curiosity about science and nature throughout his entire life. Professionally, in later years, he became interested in the optics of the human eye and visual and perceptive psychology. In 1978, Dow was appointed President of the New England College of Optometry, a post that he held until his retirement in 1986.

When Dow retired, he and Margaret moved from the Boston area to his beloved second home in Groton. Here he pursued skiing, gardening and woodworking while remaining active as a consultant in optical physics. He became very much involved and spearheaded restoration of the Groton Town House, a project that remained near and dear to his heart for the remainder of his life.

Dow was a very accomplished individual in his long life, and will be sorely missed by all who knew him.





TOWY HOUSE,  
GROTON, N.H.



## 3 Year Plan Groton Town House

### Year 1 (2003)

- Dig and pour foundation for addition
- Shell erect addition (weather tight), to include:
  - Shell
  - Interior load bearing walls
  - Roof
  - Siding

### Year 2 (2004)

- Well
- Septic
- Finish interior

(When this work is complete we can move the Office of Public Safety)

### Year 3 (2005)

- Landscaping
- Parking lot

## TOWN OF GROTON TOWN HOUSE COMMITTEE REPORT

The Town House committee was first formed in 1998 to develop a long-term plan for the use of the Town House, which had previously held 200 consecutive town meetings (the hope is to use it for 200 more). The first town meeting held there was in 1797 and the last being held in March of 1997. Although the membership of the committee has changed slightly through the years, we continue to research and study the best use for the facility.

For the last few years, the committee has reported our progress to you at town meeting each year and asked you to appropriate monies to start the renovation process. As most of you know, last year work was done to renovate the existing building. Since that time the Town House has been used for many things. The Library Trustees have used the building for their Halloween party, and old home day has been held there for several years, and in 2002 all voting took place there as well. Although the highway shed has served the purpose for our meeting needs, it is the goal of this committee to continue to make the town house a very comfortable and appropriate place to hold our town gatherings.

Through out the last several months, the current members of our committee have been meeting diligently to finalize a long term plan for the Town House (see the Town House 3 year plan). We have been looking at several factors to help us form our long range plan. The first factor we looked at was the growth in the number of new voter registrations. What we have learned by this is that our small little town continues to grow each year. We also spoke with Norm Willey, our Emergency Management Director/Police Officer. In speaking with Norm and from information received from the original (1999) Municipal Resource Inc. report, we determined that there was a real need for space to house an Office of Public Safety. It is our feeling that this office would house police, our emergency management team, and our fire chief, and would sufficiently meet the needs in these areas. This space will also be utilized as our Emergency Management Shelter.

We have been working hard at getting numbers ready for town meeting, so that we may provide you with all the information you will need to make an informed decision with regards to current and future appropriations for this project. As we continue to focus our efforts on this renovations project, we would like to thank the residents of Groton for their continued support of our work.

### Town House Committee Members

David & Judith Demers  
Miles Sinclair  
Mike Lemieux  
Margaret Smith

Ken Martell Sr.  
Michelle Fisher  
Steve Pilcher



## A LETTER FROM YOUR HIGHWAY DEPARTMENT

The Town of Groton Highway Department has been very busy this past year. As such, this year has been an adventurous learning experience for me as your Road Agent. I hope to continue on in 2003 with the knowledge and experience I have gained this year.

Our road crew has accomplished a great deal. We have cut and chipped brush along the road sides; we also rented a mower to trim the vegetation along the road sides, utilizing our own men to run the equipment. We oversaw the paving project this summer and are very pleased with the work that GMI did for us.

At the 2002 Town Meeting, you the voters authorized the Board of Selectmen to expend from the Truck/Sander capital reserve fund. We researched the cost of sanders and truck bodies, and feel the decision we made to purchase a new sander for the one ton as well as a dump body/sander combination for the dump truck to be the best decision for the Town of Groton at this time. As most of you are probably aware, the town has completed the dump closure this year, utilizing material from the property out behind the town offices. Utilizing that material saved the town considerable money for the dump closure, and also allowed us to start phase I of the pond project which you will no doubt be hearing more about, but it will also allow us to use material for our dirt roads project that we have planned for this year (which you can see in our 3 year plan). Having this new dump body will allow us to use our own truck to haul this material for our upcoming projects.

As you may have noticed, we did spend a considerable amount of money on equipment repairs this year. Although this troubles us greatly, it has allowed us to see the need for a comprehensive preventive maintenance plan. We have started and will continue to form this plan and place it in the town's new policy manual so that it will be readily available for all to see and to insure its implementation.

We have been working hard on keeping the roads of Groton plowed and sanded through the many storms, large and small which occurred a bit early for all of us this year. During the summer we did again utilize that material from out back allowing us to put up our own sand pile this year. We screened and put up approximately 600 yards of sand prior to the start of winter. However, given the frequency of storms (large & small) we did have to have more sand delivered at the very end of December to insure that we would have enough to get through the rest of the winter. We have also hired two part time helpers for the Highway Department this year. This has accomplished several things for the town. Firstly, we now have the man power to run our trucks continually, if need be, with our help working in shifts. The Selectmen and I feel that this arrangement works well for the town and enables us to be more alert while working these storms. Secondly, to date this winter we have not paid overtime to any highway department employee, saving the town some money on that end. Historically, the town has had two people working for the highway department, and as such has paid a considerable sum in overtime monies when the Road Agents' assistant has had to work continually through storms. This year that is not the case.

In closing I would like to thank the residents, employees and Selectmen for their continued support throughout this year.

Mike Hobart  
Road Agent

# 3 Year Plan

## Town of Groton Highway Department

### Year 1 (2003)

Re-grade/reshape and haul in fill to upgrade all of our class V roads.

- Blanchette Lane
- Edgar Albert Road
- Old Rumney Road
- Fletcher Road
- Bailey Hill Road (Class V portion)

### Year 2 (2004)

Finish paving  $\frac{1}{4}$  mile section of North Groton Road and pave  $\frac{1}{4}$  mile apron on class V dirt roads.

### Year 3 (2005)

Fix culverts and upgrade portions of Sculptured Rocks Road. Re-grade/reshape and haul in fill to upgrade province woods road.



## TOWN OF GROTON TRANSFER STATION REPORT

The year 2002 was a very hectic one for the transfer station, with the closing of the landfill and a change in administration.

During the first half of 2002 Alison Bagley was our supervisor. Alison invested many hours looking toward the future of our facility. Alison spent many of those hours working with NH the Beautiful looking into grant opportunities for our facility. Thanks to Alison's efforts we were able to obtain a used oil grant from the State of NH. This grant money was used to purchase items needed to better handle our used oil recycling program. Alison took the time to find out that NH the Beautiful will come out and design a better layout for our transfer station with thoughts in mind for a more extensive recycling program in the future. We will continue to pursue this matter in the coming year.

During the later part of the year, Alison's work schedule changed and she realized that she would no longer be able to devote the time that would be needed to continue to move our transfer station forward. Regretfully, after some discussion with her, the Board of Selectmen accepted her resignation. We would like to take this time to thank Alison for all of her hard work on our behalf during her time as our supervisor, as well as her continued support in our efforts.

After Alison's resignation, the Board decided to have the Road Agent and Administrative Assistant split the numerous responsibilities of running the transfer station/recycling program. We have spent much time discussing different possibilities for reducing the cost of operating our facility, and it is our hope to present some solutions to you in conjunction with our three year plan. We are in the process of doing an in-depth research project to show our municipal solid waste figures in comparison to other surrounding towns, and hope to include a summary of this research in the town report as well.

As we continue to move forward in this area we would like to take an opportunity to express our appreciation to Mr. Berry and Mr. Conkey for their hard work throughout the year.

Mike Hobart  
Transfer Station Supervisor

Michelle Fisher  
Transfer Station Supervisor



# Municipal Solid Waste (MSW) Study

## Town of Groton

Over the last several years, the amount of municipal solid waste that we, as a town, have generated concerns us. Alison Bagley spent many, many hours trying to incorporate a recycling program. One of the main reasons for this program is to try and lower our operating costs at the transfer station.

As with all else, the cost of disposing of our MSW has continued to rise, and with proposed legislation in Concord, our costs could skyrocket over the next several years. The Selectmen have been very concerned with the amount of MSW we generate versus the number of residents. Given their concerns, the Selectmen directed us to do a study of comparisons versus other towns (see attached spread sheet).

By doing this study and looking into ways that we could save the taxpayers money, we have learned a great deal. As our current operation stands now, all taxpayers share an equal cost for the disposal of MSW, no matter how much they actually generate themselves. What we are proposing to you is a pay by the bag system, which would allow each taxpayer to pay for their share of disposal. Once this system was up and running, it would become a self-funding entity. By that we mean that the money to be raised every year to pay for the costs, would be offset by the revenue that is brought in, so that the money would not be raised through taxation. As a part of this plan, we would upgrade our recycling program so that those who chose to, could recycle as much as possible, and therefore lower their individual cost for disposal.

As you will see, we have brought forth a proposal (on this years warrant) that would start this program. It is our hope that you, the residents will see the benefits of this proposal and vote yes on March 11<sup>th</sup>.

Sincerely,

Michelle Fisher  
Transfer Station Supervisor

Mike Hobart  
Transfer Station Supervisor

# MUNICIPAL SOLID WASTE STUDY

TOWN	POPULATION	MSW TONS	RECYCLABLES	TOTAL	MSW TONS PER PERSON	RECYCLABLES PER PERSON
GROTON	467	236	10	236	0.51	0.02
ALSTEAD	1,970	390	79	469	0.20	0.04
ANTRIM	2483	582	81	663	0.23	0.03
BETHLEHEM	2242	351	225	576	0.16	0.10
BRENTWOOD	3369	150	0	150	0.04	0.00
CAMPTON	2774	852	407	1259	0.31	0.15
CANDIA	4024	886	496	1382	0.22	0.12
CHATHAM	261	85	75	160	0.33	0.29
CNTR HARBOR	1006	304	164	468	0.30	0.16
DALTON	942	116	0	116	0.12	0.00
DERRY	34436	9027	4727	13754	0.26	0.14
DEERING	1918	351	0	351	0.18	0.00
DORCHESTER	353	120	26	146	0.34	0.07
FITZWILLIAM	2176	250	407	657	0.11	0.19
NOTTINGHAM	3814	318	211	529	0.08	0.06
PIERMONT	719	118	106	224	0.16	0.15
PLYMOUTH	6141	934	2050	2984	0.15	0.33
RUMNEY	1510	488	75	563	0.32	0.05
STEWARTSTOWN	1030	319	117	436	0.31	0.11
SANDWICH	1304	289	189	478	0.22	0.14
SANBORNTON	2668	462	302	764	0.17	0.11
TROY	1983	179	78	257	0.09	0.04
WARREN	888	295	66	361	0.33	0.07
WENTWORTH	809	185	26	211	0.23	0.03
WESTMORELAND	1804	302	153	455	0.17	0.08
WHITEFIELD	2059	298	230	528	0.14	0.11
WINCHESTER	4219	954	371	1325	0.23	0.09
WOODSTOCK	1154	423	283	706	0.37	0.25

## TRANSFER STATION 3 YEAR PLAN

### YEAR 1 (2003)

- PROPOSAL TO INSTITUTE A PAY BY THE BAG SYSTEM
- ENGAGE NH THE BEAUTIFUL TO DESIGN A MORE USER FRIENDLY RECYCLING AREA
- STEP UP THE VOLUNTARY RECYCLING PLAN
- DESIGN STORMWATER MANAGEMENT PLAN (EPA MANDATE)

### YEAR 2 (2004)

- FIRST FULL YEAR OF PAY BY THE BAG SYSTEM
- START IMPLEMENTING NEW DESIGN PLAN
- CONTINUE RECYCLING PROGRAM
- IMPLEMENT STORMWATER MANAGEMENT PLAN

### YEAR 3 (2005)

- FINISH IMPLEMENTING NEW DESIGN PLAN
- CONTINUE RECYCLING PROGRAM

# PLANNING BOARD REPORT

During the course of 2002, the planning board focused its attention on researching town roads. This was a long and tedious process, with the end result being an accurate inventory of town roads (class V, class VI, and private).

After this work was completed, we marked up a map showing the different class of roads. This map will be available for review on town meeting day.

Our primary focus this year will be to review all the old property files to make sure that all subdivisions were properly recorded and mapped. We will also be checking to make sure that ordinances that have been in place will be enforced.

Eben Beever  
Chairman

Clement Lane  
Selectmen Liaison

Judith Demers

Paul Smalley

Bonnie Lane

David Demers



## PLANNING BOARD DID YOU KNOW?

This past year, the Planning Board spent several months researching town ordinances. By first looking at the old town reports and then referring to the minutes from town meetings, we determined that the following had passed at town meetings:

1972:

- 2 Acre minimum lots size
- 150' minimum road frontage
- Driveway permits to be required

1975:

- Building permits required for all new construction & Manufactured Housing

# BALLFIELD 3-YEAR PLAN

## Year 1 (2003)-Phase I

- Appoint committee to study and develop a best use plan

## Year 2 (2004)-Phase II

- Start Construction for any proposed plans

## Year 3 (2005)-Phase III

- Finish Project

## POND PROJECT 3-YEAR PLAN

### Year 1 (2003)- Phase II

- Excavating to enlarge
- Remove gravel for use on roads

### Year 2 (2004)- Phase III

- Excavating to enlarge
- Remove gravel for use one roads

### Year 3 (2005)- Phase IV

- Finish excavating pond
- Landscape

# GROTON PUBLIC LIBRARY

## 2002 REPORT

Checking account:      Beginning Balance 01/01/02      \$457.74

### Deposits:

Appropriations from Town	\$2,000.00	
Closing of Savings Account	<u>562.43</u>	+ \$2,562.43
		\$3,020.17

### Expenses from checking account:

Verizon	\$411.82	
Postage	\$ 6.80	
Librarians Wages	\$547.90 (reimbursed to town)	
Trustee Dues	\$ 40.00	
Books	\$364.44	
Magazines	<u>\$ 75.95</u>	
	\$1,446.91	
		- \$1,446.91
Ending balance as of December 31, 2002		\$1,573.26

The Library Trustees wish to thank Mae Blake for all her years of service. Thanks to all the folks who came to show their appreciation at her retirement party on May 9<sup>th</sup>. All who attended had a wonderful time. Our new librarian is Selene Gordon. We again want to thank Mike Lemieux for his excellent stories at the Halloween party, etc. Thanks to everyone who helped at the Christmas and Halloween parties. Also, others who have helped do numerous things throughout the year.

Joyce Tolman    Judith Demers    Rosemary Schrader



## Annual Report – School Building Committee

Following over a year's work, the School Space Needs Committee provided a comprehensive plan for needed renovations/additions for elementary schools in Bristol, Danbury and New Hampton and for the Newfound Memorial Middle School. That plan addressed all of the issues identified so plainly in last year's committee report. The School Building Committee (SBC) was created to more fully develop those plans, carefully reviewing cost estimates. The committee includes representatives from all seven communities within the District. The SBC was charged to "agree on the building/renovation design" and to create a comprehensive and cost-effective plan. The group spent several working sessions with Architect Frank Marinace to develop its plan and gave its report to Superintendent Graziano on December 6, 2002. As it worked towards its assigned task, the SBC was guided by the following findings and beliefs:

- Adequate space for our schools and students is an important educational goal, properly addressed by the SBC proposal of additions and renovations.
- It is necessary to address quality of space issues (life safety, adequate designs for special programs and deferred maintenance) in our schools.
- Providing elementary education using local community schools is an important goal. Having elementary students attend a large, regional elementary school with long bus rides for our youngest students is not the best option.
- It is important to have our elementary students attend schools that are relatively equal in their ability to house and offer programs. Our community schools in the different towns should have comparable facilities to give students equal learning opportunities.
- It is a good time to consider the SBC's proposals because the High School bond is being retired and the current borrowing rates are very favorable.
- It is essential that a long-range maintenance plan is implemented to ensure that the District's facilities are cared for and retain their value to the community.

The SBC proposal resolves critical security and life safety issues at all four schools. It also deals with the lengthy list of deferred maintenance issues and building code requirements in those schools. Legal requirements of the Americans With Disabilities Act are met. New classrooms and specialized instructional spaces are added to the three elementary schools, enhancing our ability to provide equal opportunities for our elementary students. Several Middle School instructional spaces such as the science laboratories and currently unused "shop area" are significantly upgraded and improved. The plan envisions paying for these things by continuing to make bond payments in approximately the same amount as we have been paying for the High School bond that will be retired in the coming year, thereby minimizing any impact on taxes. State building aid and the current rates of borrowing make this proposal financially attractive.

Detailed information about the specific proposals for each of the schools and the financial plan to minimize any tax impact is available in each school and on the District's web site at [www.newfound.k12.nh.us](http://www.newfound.k12.nh.us). The SBC believes that we can and should address these issues now. We ask for your support in doing just that.

Respectfully Submitted:

George Blaisdell, Chairman

## SUMMARY OF TRUST FUND ACTIVITY - 2002

	CEMETERY	TRUCK/ SANDER	DUMP SITE	PLAYGROUND	ROOF	CRUISER	31CENTENNIALTOWN HOUSE	TOTAL
Beginning Balance, January 1, 2002	2,056.01	14,475.91	103,096.24	704.63	1,780.25	7,207.04	16,188.02	145,763.19
INCOME:								
Transferred from General Fund (2001 Town Mtg)*	0.00	3,000.00	7,000.00	2,400.00	0.00	1,000.00	20,000.00	33,400.00
Transferred from General Fund (2002 Town Mtg)	0.00	3,000.00	0.00	0.00	0.00	1,000.00	10,000.00	14,000.00
Interest Earned	30.84	178.21	1,199.20	20.35	26.49	83.80	226.62	1,769.35
EXPENSE:								
Transferred to General Fund	0.00	(15,990.00)	(95,514.28)	0.00	0.00	(8,344.84)	(34,650.00)	(154,499.12)
Return of Trust Fund money to Trustee**	0.00	0.00	0.00	0.00	0.00	8,344.84	0.00	8,344.84
Ending Balance, December 31, 2002	2,086.85	4,664.12	15,781.16	3,124.98	1,806.74	9,290.84	11,764.64	48,778.26
Withdrawal from Fund Pending at 12/31/02	0.00	(4,300.00)	0.00	0.00	0.00	0.00	0.00	(4,300.00)
Adjusted Balance, December 31, 2002	2,086.85	364.12	15,781.16	3,124.98	1,806.74	9,290.84	11,764.64	44,478.26

\* Transfers authorized at March, 2001, Town meeting were not made until 2002, due to incapacitation of Trustee

\*\* Removal of funds for Cruiser was disallowed by the NH Dept of Revenue Administration

TOWN OF GROTON, NH

01/21/2003

SUMMARY OF MARCH, 2002, SPECIAL WARRANT ARTICLES ACTIVITY

Warrant Article Number	Description	Amount Authorized	Amount Spent	(Over) or Under Authorized Amount
3	Landfill Closure*	270,013.00	215,255.50	54,757.50
4	Highway Dept Pickup Truck	7,628.00	7,626.34	1.66
7	Transfer Station Containers	1,000.00	397.06	602.94
8	N. Groton Road Shimming	35,000.00	34,744.30	255.70
TOTAL		<u>313,641.00</u>	<u>258,023.20</u>	<u>55,617.80</u>

\* Authorized: \$80,013 from Trust Funds; \$190,000 from prior year's surplus

## TOWN OF GROTON, NH

1/21/2003

## SUMMARY OF NEWFOUND AREA SCHOOL DISTRICT EXPENSES (Calendar Year 2001 and 2002)

	Total Assessment	2001 Expense	2002 Expense	2003 Expense
Paid January, 2001, through June, 2001		273,659		
Approved School District Assessment - July, 2001, through June, 2002	435,959			
Paid July, 2001, through December, 2001		174,000		
Paid January, 2002, through June, 2002			261,959	
Approved School District Assessment - July, 2002, through June, 2003	478,032			
Paid July, 2002, through December, 2002			245,000	
To Be Paid January, 2003, through June, 2003				233,032
To Be Paid July, 2003, through December, 2003 (to be determined in October, 2003)				???
YEARLY TOTAL EXPENSE TO GROTON:		447,659	506,959	???



**Minutes of Town Meeting  
Groton, New Hampshire  
March 12, 2002**

Meeting was called to order at 6:00pm.

Attendees were:

**Board of Selectmen:** Stephen Pilcher, Deborah Johnson, Frank Harris

**Town Clerk/Tax Collector:** Joyce Tolman

**Town Moderator:** Geoffrey Gannon

**Moderator Pro-Tem:** Miles Sinclair

**Ballot Clerks:** Eben Beever, David Demers, Michelle Fisher, Bonnie Lane, Mae Blake, Antonio Tavares

**Supervisors of the Checklist:** Diane Cunningham, Judith Demers, Barbara Tavares

*Town Moderator, Geoffrey Gannon, called the meeting to order at 6:00pm. He asked for a moment of silence in remembrance of the victims of September 11, 2001, followed by the Pledge of Allegiance. He introduced himself as the moderator, the Town Clerk Joyce Tolman, who records the minutes of the meeting (which was also being audio recorded), the Board of Selectmen, Stephen Pilcher, Deborah Johnson, Frank Harris. He explained the rules of the Town Meeting and how it would be run. Any amended warrant articles had to be in writing.*

Article #1      To elect all necessary Town Officers, which appear on the Official Town ballot for the ensuing year.

*Geoffrey Gannon explained that the above article was ensuing and being voted on by ballot vote at the poles.*

Article #2      To see if the Town will vote to raise and appropriate the sum of \$309,653, which represents the **Operating Budget** for the ensuing year. Said sum does not include special or individual articles addressed.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

**Article #2 passed as written.**

Article #3      To see if the Town will vote to raise and appropriate the sum of two hundred seventy thousand thirteen dollars (\$270,013) for the purpose of **Closure of the Groton Landfill**, and to fund this appropriation by authorizing the withdrawal of eighty thousand thirteen dollars (\$80,013) from the Dump Closure Capital Reserve Fund established for this purpose, and transfer of one hundred

ninety thousand dollars (\$190,000) from the surplus in the unexpended fund balance as of December 31, 2001. This will be a non-lapsing appropriation per RSA:32:7, VI and will not lapse until the landfill is closed, or December 31, 2007, whichever is sooner. (majority vote required)

**RECOMMENDED BY THE BOARD OF SELECTMEN**

***Article #3 passed as written.***

Article #4 To see if the Town will vote to raise and appropriate the sum of \$7,628 for the purpose of making the third year's payment of a four-year lease agreement for the one-ton Pick-up truck for the Highway Department. This lease agreement contains an escape clause.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

***Article #4 passed as written.***

Article #5 To see if the Town will vote to raise and appropriate the sum of \$1,000 for deposit to the Cruiser Capital Reserve Fund previously established for this purpose and to designate the Board of Selectmen as agents to expend said fund.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

*A motion was made and seconded to postpone Article #5 until after Article #6. The motion to postpone was defeated by voice vote.*

***Article #5 passed as written.***

Article #6 To see if the Town will vote to authorize the Board of Selectmen to enter into a four-year lease agreement for the purpose of leasing a Ford Explorer XLS 4x4 for the Police Department, and to raise and appropriate the sum of \$8,382 for the first year's payment for this purpose and to fund this appropriation by authorizing the withdrawal of \$8,382 from the Cruiser Capital Reserve Fund established for this purpose. This lease agreement contains an escape clause.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

*Moderator Geoffrey Gannon announced polls closed at 7:00pm.*

*The voters gave their permission for Police Chief Bill White to speak on the Article. He does not reside in Groton, New Hampshire.*

*There was an error in the article, which should have read "three-year lease agreement", instead of "four-year."*

*There was a motion made and seconded to amend the error in the article to read as follows:*

*Article #6 as amended: To see if the Town will vote to authorize the Board of Selectmen to enter into a three-year lease agreement for the purpose of leasing a Ford Explorer XLS 4x4 for the Police Department, and to raise and appropriate the sum of \$8,382 for the first year's payment for this purpose and to fund this appropriation by authorizing the withdrawal of \$8,382 from the Cruiser Capital Reserve Fund established for this purpose. This lease agreement contains an escape clause.*

***Article #6 passed as amended.***

Article #7 To see if the Town will vote to raise and appropriate the sum of \$1,000 for the rental of containers for construction and demolition waste, and to further authorize the Selectmen to setup a cost schedule to charge users for the removal of said construction and demolition waste.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

***Article #7 passed as written.***

Article #8 To see if the Town will vote to raise and appropriate the sum of \$35,000 for the repair, preparation and shimming of North Groton Road.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

***Article #8 passed as written.***

Article #9 To see if the Town will vote to raise and appropriate the sum of \$3,000 for deposit to the Truck/Sander Capital Reserve Fund previously established for this purpose and to designate the Board of Selectmen as agents to expend said fund.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

*A motion was made and seconded to amend the article to read as follows:*

*To see if the Town will vote to raise and appropriate the sum of \$3,000 for deposit to the Truck/Sander Capital Reserve Fund previously established for this purpose.*

*The motion to amend was defeated.*

**Article #9 passed as written.**

*Geoffrey Gannon stepped down as moderator so he could speak on the article. Miles Sinclair took his place as Moderator Pro-Tem for Article #10.*

Article #10 To see if the Town will vote to raise and appropriate the sum of \$10,000 for deposit to the Town House Capital Reserve Fund previously established for this purpose and to designate the Board of Selectmen as agents to expend said fund.

**NOT RECOMMENDED BY THE BOARD OF SELECTMEN**

**Article #10 passed as written.**

Article #11 To see if the Town will vote to authorize the Board of Selectmen to dispose of surplus vehicles, equipment and other items, either by auction, sealed public bid, or other means as to be determined by the Board of Selectmen. This authority shall continue in effect until rescinded.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

**Article #11 passed as written.**

Article #12 To see if the Town will vote to authorize the Board of Selectmen to dispose of tax deeded property by public auction, advertised sealed bids, or otherwise as justice may require, pursuant to RSA 80:80. And to ratify the sale of a mobile home taken by tax deed from the Jones family estate, Map 5, Lot 110, sold on January 15, 2002 by sealed bid. This authority shall continue in effect until rescinded.

**RECOMMENDED BY THE BOARD OF SELECTMEN**

*A motion was made and seconded to amend Article #12 to read as follows:*

*To see if the Town will vote to authorize the Board of Selectmen to dispose of tax deeded property by public auction pursuant to RSA 80:80. And to ratify the sale of a mobile home taken by tax deed from the Jones family estate, Map 5, Lot 110, sold on January 15, 2002 by sealed bid. This authority shall continue in effect until rescinded.*

*Motion to amend was defeated.*

**Article #12 passed as written.**



**Article #13** Shall the Town adopt the provisions of RSA 41:14-a authorizing the Board of Selectmen to acquire or sell land, building, or both; provided, however, they shall first submit any such proposed acquisition or sale to the planning board and to the conservation commission for review and recommendation by those bodies? After the Selectmen receive the recommendation of the planning board and the conservation commission, they are required to hold two public hearings at least 10 but not more than 14 days apart on the proposed acquisitions for sales. The Selectmen are required to wait at least 10 days but not more than 14 days after the second hearing to vote. If prior to the Selectmen's vote they are presented with the written petition of at least 50 registered voters, in accordance with RSA 39:3, the proposed acquisition or sale shall be delayed and inserted as a warrant article for decision by the next Town meeting. The provisions of this article shall not authorize the Selectmen to sell conservation land, town forest, or any real estate that has been given, devised or bequeathed to the Town for charitable or community purposes. This authority will remain in effect until specifically rescinded by a vote of a subsequent Town meeting.

**RECOMMENED BY THE BOARD OF SELECTMEN**

*A hand count needed to be taken. No 31, Yes 24.*

***Article #13 was defeated.***

**Article #14** To see if the Town will vote to transact any other business that may legally come before the meeting.

***Article #14 passed as written.***

A motion was made and seconded to adjourn the March 12, 2002 Town Meeting to count ballots. Motion was passed and meeting adjourned at 8:45pm.

March 12, 2002 at 10:45pm ballots were sealed into their boxes and immediately were locked in the Town Clerks office.

**A TRUE ATTEST OF WARRANT AND TOWN MEETING**



**Joyce Tolman**  
Town Clerk



## **VITAL STATISTICS 2002**

*The following have been recorded at the Bureau of  
Vital Records and Health Statistics in Concord.*

### **BIRTHS:**

- May 5 Emma Eleanor Bryer in Concord to  
William and Kelly Bryer.*
- Nov. 30 Scott Andersen Hannett in Lebanon to  
Eric and Robyn Hannett.*
- Dec. 16 Izzabella Chloe Fields in Plymouth to  
Paul and Stacey Fields.*

### **MARRIAGES:**

- April 3 Ralph C. Bogue and Lora J. McPhail-Bates  
In Concord.*
- May 18 Kevin L. Hamlett and Tara J. Youngman in  
Littleton.*
- Aug. 1 Daniel W. Hauser and Laura J. Drodz in  
Groton.*
- Sept. 7 Frank N. Harris and Marcia L. Farnham in  
Franklin.*

### **DEATHS:**

- Jan. 1 Martha R. Townsend in Plymouth.*
- March 3 Vikki L. Smith in Plymouth.*
- May 22 Frederick D. Smith in Groton.*
- Dec. 29 Elsie Crosby in Concord.*



# **Dial 911**

**to report a fire,  
accident, medical or  
Police Emergency**

**For additional, non-  
emergency police business:**

**Dial – 744-3703**

**Town of Groton Board of Selectmen  
Selectmen's Office Fax  
Town Clerk  
Transfer Station  
Town of Groton Library**

**744-9190  
744-3382  
744-8849  
744-3623  
744-3668**

